
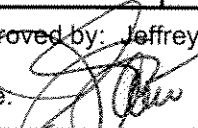


DEPARTMENT OF PERSONNEL & ADMINISTRATION		HIPAA Policy No.	12
		Current Effective Date	July 11, 2006
		Original Effective Date	July 11, 2006
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT		Approved by: Jeffrey C. Schutt	
TRAINING		Date:  7/11/06	

I. Purpose

To ensure compliance with HIPAA training requirements.

II. Policy

It is DPA's policy to provide HIPAA training to all of its workforce members.¹ Training shall include the following:

- initial HIPAA training for new workforce members²;
- annual refresher training for existing workforce members;
- security reminders on an ongoing basis; and
- training when there are material changes to policies or procedures.

DPA's HIPAA Compliance Officer has primary responsibility for HIPAA training. DPA's HIPAA Security Engineer shares responsibility for HIPAA security awareness and training.

III. Procedures

Procedures, if any, can be found in the training plan maintained by DPA's HIPAA Compliance Officer.

IV. Definitions/Abbreviations

None

V. Revision History

<u>Date</u>	<u>Description</u>
July 11, 2006	Original document

VII. References/Citations

<u>HIPAA Security Rule</u>	
45 CFR 164.308(a)(5)	Security Awareness and Training
<u>HIPAA Privacy Rule</u>	
45 CFR 164.530(b)	Training

¹ Under HIPAA, workforce means employees, volunteers, trainees, and other persons under DPA's direct control, whether or not they are paid by DPA. For DPA's HIPAA purposes, the term workforce is expanded to include those individuals who may, at times, work for or act on behalf of the health plans (such as benefits administrators), even though they are not under DPA's direct control.

² For purposes of this policy, the term "new workforce members" includes new hires as well as current employees who are transferred, promoted or reallocated into the workforce.